



RESTRICTED

26 December 1946

CENTRAL INTELLIGENCE GROUP

25X1A

C.I.A. ADMINISTRATIVE [REDACTED]RESPONSIBILITY FOR COMMUNICATIONS DOCUMENTS, EQUIPMENT, etc.12/13/46
ILLEGIB

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.

2. The Communications Division will be the Office of Records for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division.

3. All activities of CIG requiring any type of Communications equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Colonel, AGD
Executive for Personnel and Administration

EFFECTIVE 30 JUNE 1947 CIG ADMINISTRATIVE ORDERS WILL REMAIN IN FORCE UNTIL
CANCELLED OR SUPERSEDED

25X1A

RENUMBERED PER CIA GENERAL ORDER [REDACTED]

26 December 1946

Renumbered AI [REDACTED]

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

25X1A

RESPONSIBILITY FOR COMMUNICATIONS DOCUMENTS, EQUIPMENT, etc.

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Colonel, AGD
Executive for Personnel and Administration

25X1A

26 December 1946

Go Down
CENTRAL INTELLIGENCE *AGENCY*


C.I.A. ADMINISTRATIVE *2nd* *NO*

RESPONSIBILITY FOR COMMUNICATIONS DOCUMENTS, EQUIPMENT, etc. *gk*

25X1A

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIA.
2. The Communications Division will be the Office of Records for all cryptographic documents and devices issued to CIA by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIA activity except those which have been authorized and issued by the Communications Division.
3. All activities of CIA requiring any type of Communications equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:


Colonel, MGD
Executive for Personnel and Administration

25X1A

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	<input checked="" type="checkbox"/>		
ADVISORY COUNCIL			
<input checked="" type="checkbox"/> EXECUTIVE FOR PERSONNEL & ADMINISTRATION			12/17/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

25X1A

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☒ RETURN ☒ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS: The attached proposed Admin. Order on cryptographic material and the comments of Gen. Sibert are forwarded to you for your comments and return.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

34.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	² X		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION	3		12/12/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SECURITY OPERATIONS	1		
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS: The attached proposed Admin. Order on cryptographic documents and equipment procured, used, or constructed by CIG, is forwarded for your concurrence before publication.

Concurrences of [REDACTED] and Col. Galloway attached.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

25X1A

26
12 December 1946

RESTRICTED

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

25X1A

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.
2. The Communications Division will be the Office of Record for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division.
3. All activities of CIG requiring any type of Communications equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Deputy Executive for Personnel
and Administration

RESTRICTED

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION	3		12/5/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS	2		
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			
CHIEF, COMMUNICATIONS DIVISION, PAA	1		

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS: The attached proposed Admin. Order on accountability for cryptographic material is forwarded for your concurrence and return.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

2 December 1948


CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.
2. The Communications Division will be the Office of Record for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG activity except those which have been issued or authorized by the Communications Division.
3. All activities of CIG requiring any type of Signal equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL


Colonel, AGD
Executive for Personnel and Administration

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel & Administration, CIG DATE: 28 October 1946
FROM : Ass't. Executive for Communications, P&A
SUBJECT: New Staff Memorandum


1. It is requested that a Staff Memorandum substantially as follows be published to all CIG offices and staff echelons.

ACCOUNTABILITY FOR CRYPTOGRAPHIC MATERIAL

1. The Communications Division will assume accountability for all cryptographic documents and equipment purchased, used, or constructed by CIG.

2. The Communications Division will be the Office of Record for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG agency except those issued or authorized by the Communications Division.

STATINTL


Assistant Executive for Communications, P&A

26 December 1946

(7)

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER [REDACTED]

25X1A

RESPONSIBILITY FOR COMMUNICATIONS DOCUMENTS, EQUIPMENT, etc.

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.
2. The Communications Division will be the Office of Records for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division.
3. All activities of CIG requiring any type of Communications equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]

Colonel, AGD
Executive for Personnel and Administration

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			12/17/46
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

25X1A

① APPROVAL _____ INFORMATION _____ DIRECT REPLY
 ② ACTION *to Publish* _____ RETURN _____ COMMENT
 _____ RECOMMENDATION _____ PREPARATION OF REPLY _____ FILE
 _____ SIGNATURE _____ CONCURRENCE _____ DISPATCH

REMARKS: ① Rec apprs. Can handle changes necessary if when Cogn B of is activated JWS

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE	✓		
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
✓ ASST. DIRECTOR, SPECIAL OPERATIONS	WB	✓	12/20
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☒ RETURN ☒ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

*Recommend the name Com Div
 be retained as now combined. If
 changes are to be made, change
 should be in the Branch of*

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

УДК 62-304.01

THEORY

10/24/2011

(NOTED TO BEB LAY)
THREE-OFFICE HOLDING EPB
SEMI-THREE-OFFICE GROUP

(Sender will check classification top and bottom)

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION		WJY	12/17/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☒ RETURN ☒ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
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REMARKS: The attached proposed Admin. Order on cryptographic material and the comments of Gen. Sibert are forwarded to you for your comments and return.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	(2)		
ADVISORY COUNCIL			
X EXECUTIVE FOR PERSONNEL & ADMINISTRATION	(3)	WSP	12/12/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SECRET OPERATIONS	(1)		
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
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REMARKS: The attached proposed Admin. Order on cryptographic documents and equipment procured, used, or constructed by CIG, is forwarded for your concurrences before publication.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

12 December 1946

RESTRICTED

*Sent
for
publication
26 Dec 46*

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. [REDACTED]

25X1A

*Subject: Responsibility for Communications Documents
Equipment etc*

1. The Communications Division, Personnel and Administrative Branch, will assume accountability for all cryptographic documents and equipment procured, used, or constructed by CIG.

2. The Communications Division will be the Office of Record for all cryptographic documents and devices issued to CIG by other governmental agencies or departments. No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division.

3. All activities of CIG requiring any type of Communications equipment or facilities will obtain the prior approval or authorization of the Chief, Communications Division, or his authorized representative prior to initiating a request to any Governmental department or agency or private concern capable of fulfilling the requirement.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]
Deputy Executive for Personnel
and Administration

25X1A

RESTRICTED

STATINTL

Office Memorandum • UNITED STATES GOVERNMENT *787*

TO : Deputy Executive for P & A
THRU : Asst. Director, Special Operations
FROM : Chief, Communications Division, P & A

DATE: 10 December 1946

SUBJECT: Attached Proposed Administrative Order

1. The following changes in the attached proposed Administrative Order are presented by this Division:

- a. Last sentence of Para 2 should read:
"No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division."
- b. The word "Signal" should be changed to "Communications" in the first sentence of Paragraph 3.

2. This proposed Administrative Order meets with the approval of the Communications Division provided the above changes are incorporated.

STATINTL

[REDACTED]
Colonel, GSC
Asst. Exec. for Communications, P&A

STATINTL

Concur in above remarks. When incorporated, concur in basic paper.

[REDACTED]

ADJO

Deputy Executive for P & A
THRU : Asst. Director, Special Operations
Chief, Communications Division, P & A

10 December 1946

Attached Proposed Administrative Order

1. The following changes in the attached proposed Administrative Order are presented by this Division:

- a. Last sentence of Para 2 should read:
"No cipher material, equipment, or methods will be employed by any CIG activity except those which have been authorized and issued by the Communications Division."
- b. The word "Signal" should be changed to "Communications" in the first sentence of Paragraph 3.

2. This proposed Administrative Order meets with the approval of the Communications Division provided the above changes are incorporated.

STATINTL


Colonel, USA
Asst. Exec. for Communications, P&A

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION	3	<i>DP</i>	12/5/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS	2		
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			
CHIEF, COMMUNICATIONS DIVISION, P&A	1		

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS: The attached proposed Admin. Order on accountability for cryptographic material is forwarded for your concurrence and return.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

STATINTL

"CIG-A-

2 December 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER NO. _____

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Colonel, AGD

Executive for Personnel and Administration

DISPOSITION FORM

REFERENCES:

ENCLOSURES:

Draft of Admin.
Order for Communi-
cations Branch on
cryptographic docu-
ments and equipment

 ACTION

DIRECT REPLY

25X1A

RECOMMENDATION

COMMENT

SIGNATURE

FILE

 X INFORMATION

X NOTE

 RETURN

MAIL

 PREPARATION OF REPLY

REMARKS:

Suggest changing name of this office from Communications Division to Signal Division in view of the proposed title of ASA if and when it comes in. See T/O Office of Operations, which shows a "Communications Branch." One or the other might well be changed.

This Administrative Order should be reviewed if and when the Communications Branch is established. Paragraphs 1 and 2 [REDACTED] inapplicable.

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

25X1A

(Continue "Remarks" on back, if necessary)

TOP SECRET

SECRET

CONFIDENTIAL

RESTRICTED

(216-S)

STATINTL

x 13/12 Asst. Director for Operations

X

Exec. for P&A - 

Draft of Admin.
Order for Communi-
cations Branch on
cryptographic docu-
ments and equipment

x

x

Suggest changing name of this office from Communications Division to Signal Division in view of the proposed title of ASA if and when it comes in. See T/O Office of Operations, which shows a Communications Branch. One or the other might well be changed.

This Administrative Order should be reviewed if and when the Communications Branch is established. Paragraphs 1 and 2, of course, will become inapplicable.

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

Executive Registry ✓
Files

26 December 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER [REDACTED]

RESPONSIBILITY FOR COMMUNICATIONS DOCUMENTS, EQUIPMENT, etc.

25X1A

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[REDACTED]
Colonel, AGD

Executive for Personnel and Administration